

Project Management Monthly Activity Report

Vendor: **Robert Kimball & Associat**
 Region/Locality: **Skyline Region**
 Period: **12/28/02 - 01/31/03**

Activity Report					
Task	Locality/Hours	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
PSAP Planning		55%	188.50	17.75	
Continued with project plan for each PSAP. Involved telephone calls, conference calls, face-to-face conversations, and e-mails, Revised SOW hours for submission to WSB.	Region - 17.75				Reviewed each PSAP's project plan on a regular, often daily, basis to assure goals and objectives are being met. Prepared/reviewed such plans with Sr. Project Manager, Director/Coordinator, and/or Telecom Specialists as needed. Revised plans as appropriate for each PSAP to reflect current status. i.e. follow-up/review of multiple task items, follow-up/review of multiple equipment issues, planning/preparing/follow-up for meetings and telephone calls, documentation of findings, review of time line in regard to several tasks, tasks related to implementation but not categorized as a single task, assignment of tasks to resources, administrative type issues not task specific, etc. Augusta (2.5), Harrisonburg/Rockingham (1.0), Nelson (2.5), Rockbridge (1.25), Staunton (1.75), Waynesboro (2.75) ,Revise SOW hours. (6)
PSAP Assessments		85%	121.50	10.25	
Updated, continued, and followed-up on assessment for each PSAP.	Region - 10.25				Followed-up on CPE for each PSAP. Individual PSAP issues and concerns addressed and appropriate action taken for each. Issues include Motorola Centralink, Maars View, and CML. Indications are that issues can be resolved either with purchase of new equipment, software upgrades, or deployment of Phase II. Issue to remain as ongoing and evaluation will continue for those PSAPs that issues can not be resolved by Phase II deployment. Continued extensive evaluation for determining integration of CPE and CAD for each PSAP. Augusta (1), Nelson (3), Rockbridge (.75), Staunton (3.25), Waynesboro (2.25).
Funding Request/True Up Assistance		50%	34.50	9.00	
Assisted with preparation of funding requests. Assisted with questions related to submissions and reimbursement.	Region - 9				Assisted Waynesboro with funding request issues. (6.25) Assisted Staunton with funding request issues. (2.75)

LEC/WSP Liaison		b	176.77	26.25	
Worked with LEC and/or WSP to address/assess deployment issues for each PSAP.	Region - 26.25				REGION/GENERAL: Conference calls and contact with WSPs for PSAP updates and status. Follow up related to calls. PM and tech coordination for deployments. SPECIFIC: Contact with Verizon for ESN assignment for City of Staunton. Research ESN information for Waynesboro with Verizon and nTelos. Prepared Nextel Partners PSAP data form for Harrisonburg/Rockingham. Followed up on data delivery with TSI for Harrisonburg/Rockingham. Drafted request letter for Harrisonburg/Rockingham. Augusta (3.75), Harrisonburg/Rockingham (4.75), Nelson (4.25), Rockbridge (3.75), Staunton (4.00), Waynesboro (5.75).
Installation Oversight		0%	0.00	0.00	
Cut-Over Assistance		0%	0.00	0.00	
System Implementation		12%	59.25	7.00	
Prepared individual assessment/information for particular sites regarding issues relating to the cut-over. Part of project plans.	Region - 7				Meeting with Waynesboro; agenda included system implementation discussion and issues. (3) Review and discussions of Rockbridge mapping specs and implementation of mapping concerning overall system. (1.5) Meeting with Nelson; agenda included system implementation discussion and issues. (2.5)
Mapping/GIS Assistance		15%	133.00	34.75	
Worked with PSAPs to determine mapping and GIS needs. Reviewed information with GIS Tech. Group and individual meetings planned. Contacted vendors for information concerning mapping solutions and compatibility. Demonstrations arranged.	Region - 34.75				Assisted with preparation of generic mapping specifications for Rockbridge County. (7.75) Began researching AutoCAD maintenance solution for Staunton. (4) Prepared information for regional meeting about basic GIS and E9-1-1 concepts. Meeting cancelled due to inclement weather. (4) Vendor demonstration for 4 PSAPs: preparation, contacts, demo, follow up (11.25). Researched different mapping vendors (i.e. MicroData, MSAG, Plant, and GeoComm) to determine interface with other components. (7.75)

Project Reporting		22%	105.70	14.50	
Collected information and prepared monthly status report for WSB. Provided to respective PSAP, Update CMRS information in the PSAP database. Database maintenance	Region -14.5				Prepared report outlining pertinent information for each PSAP. Enhance new format. (12) Update CMRS information in the PSAP database. Database maintenance. (2.5)
Training		0%	0.00	0.00	
Acceptance Testing		0%	0.00	0.00	
TOTAL HOURS			819.22	119.50	
Completed Tasks					
			0	0	